



HISTORIC PRESERVATION CODE CHAPTER 17.04 MATERIAL CHANGE OF APPEARANCE CERTIFICATION DEMOLITION REVIEW AND RECOMMENDATION SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Historic Preservation Code provisions and Applicants are expected to review both the Manitou Springs Design Guidelines and details of the code before developing a demolition proposal. Copies of the Design Guideline are available for free in the Planning Department, the Historic Preservation Code can be purchased in the Planning Department, or accessed online at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application conference shall be scheduled with the Planning Staff prior to Material Change of Appearance Certification submittal to become acquainted with application requirements, the Design Guidelines, and any other related City requirements. The following information needs to be provided at the pre-submittal meeting:

- 1) Site plan with proposed structure(s) to be demolished indicated.
- 2) Photos of all existing structures on the site.
- 3) Conceptual replacement building exterior elevations including exterior materials.

At or shortly following the pre-submittal meeting, the Planning Staff will determine whether demolition review may be performed administratively or will require City Council approval, following Historic Preservation Commission recommendation.

By 5:00 p.m. on the published submittal date the following information, as specified in Chapters 17.04.080, 17.04.050, and 17.04.090, if applicable, of the Manitou Springs Municipal Code shall be provided to the Planning Department:



☐ 1. Completed application form with nonrefundable application fee.

☐ 2. Letter of Explanation containing the following information:

- Name, address, phone number of architect or designer, if commissioned.
- A description of the present improvements on the property.
- A description of the scope of the project, the design intentions, and a comment on the project's visual impact on its surroundings.
- Description of the proposed type of all exterior materials.
- Construction Date (if known).
- A statement addressing how the prohibition of demolition would deny the applicant of any reasonable return on the property.
- A statement regarding the scope of the demolition and its necessity to correct existing conditions shall also be included.
- Statements regarding the architectural and historical significance.
- The economic feasibility of Rehabilitation, including the anticipated economic return after Rehabilitation has been completed.

- Feasible alternatives to Demolition including, but not limited to, abatement of the immediate threat through repair, securing the premises through security fencing or other measures, stabilization and limited Demolition.
- ☐ 3. If Demolition is approved, proof that the owner has the financial ability, demonstrated by appropriate documentary evidence, to complete the proposed plans for the property.
- ☐ 4. Documentation supporting the applicant's contention(s) regarding the proposed demolition. (Engineer's report, construction/repair bids, financial information, property appraisal, etc.) A report on the structural integrity, as provided by at least one certified, structural engineer.
- ☐ 5. Photographs of the existing property and its relationship to the surrounding area.
- ☐ 6. The location within a Historic District, as shown on a vicinity map.
- ☐ 7. Site Plan
- For a project involving commercial property, detailed line drawings or plans, drawn to scale and including elevations, must be submitted for review.
 - For a project involving residential property, understandable drawings (drawn to scale) showing elevations, and clear details.
- ☐ 8. The applicant's plans if the Demolition is approved. No removal or Demolition shall be considered if plans for the use of the property after Demolition are not provided. Such a plan should be in accordance with any adopted Design Guidelines and the requirements for Material Change of Appearance Certification requests. Applications for properties in the Downtown Commercial Zone shall contain samples of the proposed exterior color(s).
- ☐ 9. If the application includes a request that the property be declared unsafe or dangerous by City Council, supporting documentation from the Regional Building Department and/or the Manitou Springs Fire Department shall be included in the submittal packet
- ☐ 10. Other information as requested by the Planning Staff and/or the Historic Preservation Commission.